



FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 2406
PARALEGAL

The Federal Public Defender for the Northern and Southern Districts of Iowa seeks applications for the position of **Paralegal** based in its **Des Moines** office.

ABOUT US: The Federal Public Defender Office operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.



JOB DESCRIPTION: The Paralegal provides support services to staff attorneys. Duties include all aspects of case preparation and file management; gathering, organizing, summarizing, and indexing of electronic and paper documents and discovery material; assisting with client contact; assisting attorneys at hearings and trials; and litigation support services using advanced software programs. This position requires excellent skills in proofreading, prioritization, and organization; the ability to work independently and cooperatively; and excellent communications skills. Applicants must be flexible and willing to assist attorneys and clients in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence.

REQUIREMENTS AND QUALIFICATIONS: To qualify for the position of Paralegal, a person must be a high school graduate or the equivalent and must have a minimum of three years general and three years specialized experience. Some higher education may be substituted for general experience. Must have a working knowledge of law office operations, legal practices, methods, and techniques. Must possess an understanding of paralegal and secretarial duties in a legal environment and excel at proofreading legal documents. Applicant must be a U.S. citizen or eligible to work in the United States.

SELECTION CRITERIA: In addition to the ability to perform the above, the successful applicant will be proficient with computers, including a working knowledge of Microsoft Office Suite (Word, Excel, Teams, Outlook, and PowerPoint), Adobe Acrobat, and legal research tools such as Lexis and Westlaw. Knowledge of e-discovery management, data review platforms, and indexing software such as dTSearch and TrialDirector, are a plus and should be noted in your cover letter. The successful applicant must be able to support attorneys working remotely, in other offices, or in the field and courtroom; thus, the successful applicant must be able to communicate effectively through email, instant messaging, and over the phone, and must also be a self-starter and highly motivated even when not working in the same physical space as others on the team. You should highlight any prior experience with criminal defense work, particularly federal and/or with a public defender agency, as well as additional certifications, technical skills, or other relevant experience. Preference will be given to applicants with criminal paralegal and litigation support experience, and a college degree or certification in paralegal studies.

SALARY AND BENEFITS: This is a full-time position with a starting salary range of grade JSP-11/1 to JSP-14/1, commensurate with experience. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Some telework may be authorized, depending on the successful candidate's experience and other considerations. This position is subject to mandatory Electronic Funds Transfer payment of net pay.

BACKGROUND CHECK: The selected candidate will be subject to a background check or investigation as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

APPLICATION PROCESS: Electronically submit resume, three references and a cover letter by October 11, 2024 to Denise.Fest@fd.org. The email subject line **must read:** Des Moines Paralegal 2406. Only applicants considered for an interview will be contacted. No telephone calls please.

The Federal Public Defender is an equal opportunity employer.

